



THE NAVAJO NATION

RUSSELL BEGAYE PRESIDENT  
JONATHAN NEZ VICE PRESIDENT

MEMORANDUM

TO : DIVISION DIRECTORS, DEPARTMENT AND PROGRAM MANAGERS  
EXECUTIVE AND LEGISLATIVE BRANCHES

FROM : *Serenity Smith*  
Serenity Smith, HR Support Services Specialist  
Department of Personnel Management

DATE : October 01, 2018

SUBJECT: **GENERAL WAGE ADJUSTMENT (GWA) PROCEDURES**

All programs, departments and divisions are to utilize the attached General Wage Adjustment Procedures and adhere to the appropriate deadlines when submitting the required documents for implementing the GWA for Fiscal Year 2019.

These procedures provide information regarding the automation of the GWA for employees assigned to a general fund or a non-general fund position, the situations in which manual PAFs will be required; and that all required documents must be submitted by the established deadline. There will be no exceptions to the deadline.

A Back Pay Request Form must be submitted to the Payroll Office for all manual PAFs. Back Pay Request Forms must be reviewed and approved by the appropriate accounting section within the Office of the Controller for funds availability.

All non-general fund positions are to identify funds and implement the GWA no later than December 31, 2018; and begin using the new salary schedules for all official personnel and payroll documents. Should you have any questions regarding these procedures, please contact DPM at (928) 871-6330.

ATTACHMENT

DISTRIBUTION

xc: File



**PROCEDURES  
EXECUTIVE AND LEGISLATIVE BRANCHES  
DEPARTMENT OF PERSONNEL MANAGEMENT**

SECTION:	<b>SALARY AND WAGE ADMINISTRATION</b>	NO: 01-VI-004
SUBJECT:	<b>GENERAL WAGE ADJUSTMENT</b>	RELEASE DATE: 09/10/07
CROSS REFERENCE:	<b>PPM Section VII.G.5</b>	REVISION DATE: 10/01/18

## PURPOSE

To provide procedures and guidance on implementing the General Wage Adjustment (GWA) approved by the Navajo Nation Council.

## APPLICABILITY

These procedures apply to all regular status and temporary employees who are employed on or after October 1, 2018.

Exception: These procedures do not apply to Public Employment Program (PEP) and Summer Youth Employment.

## PROCEDURES

1. Funding of General Wage Adjustment (GWA)
  - a. Funds approved by the Navajo Nation Council will be used to implement the GWA for all general fund positions. If the position is partially funded using general funds, then funding for the GWA shall be in proportion to the funding approved from the general funds. A general fund position is any position funded under business unit number (1XXXXX).
  - b. Contract, Grants and Other Fund Sources

All non-general fund programs are required to identify funds for the GWA within their approved budget. A non-general fund position is any position funded by Contracts and Grants Funds, Proprietary Funds, Special Revenue Funds, Fiduciary Funds or Permanent Funds.

c. Cost Allocation

Programs with positions that are cost allocated among more than one funding source are to implement the GWA when all funds have been identified, approved and entered in FMIS.

2. Salary Schedules

- a. New salary schedules have been developed for the approved GWA. (See attached).
- b. Programs are to use the appropriate salary schedule for all official personnel, payroll and budgeting documents.
- c. Programs are to begin using the new salary schedules effective October 1, 2018 or when the funding for the GWA has been identified.
- d. All programs must implement the GWA and begin using the new salary schedules no later than December 31, 2018.

3. Personnel Action Forms (PAF)

a. General Funds

Employees assigned to a general fund position by the implementation date will have their GWA automated and will receive a computer generated PAF except those listed under paragraph c. below and provided that sufficient funds are available.

b. Non-General Funds

Employees assigned to a non-general fund position must submit a manually prepared Personnel Action Form (PAF) unless the program submits a Request for Automation of PAF Form along with an approved budget, budget revision or budget modification to DPM within seven (7) working days before the actual payroll run. The Request for Automation of PAF Form is subject to review and approval by DPM. There will be no exceptions to this deadline. If required documents are submitted after the deadline, manual PAFs will need to be prepared and submitted with an approved budget revision or modification.

- c. Automation of an employee's GWA will not be approved in the following situations and a manual PAF will be required:
    - i. Any changes, such as, account number changes from general fund to a non-general fund account, termination, promotion, pay adjustments, etc., occurring on or after the implementation date.
    - ii. Employees who are on acting status assignment or on any other type of assignment.
    - iii. Employees who are on any type of leave without pay status, i.e., Family Medical Leave, Suspension, etc.
    - iv. Employees whose position is budgeted for less than 2080 hours.
    - v. Temporary employees.
    - vi. Cost allocated positions.
    - vii. Employees terminated on or after September 30, 2018.
    - viii. Employees whose position does not have sufficient funds to cover their current salary must be accompanied by an approved budget revision or modification from OMB/OCG.
  - d. PAFs will be processed according to the PAF Submission Schedule.
  - e. The effective date for the GWA is October 1, 2018.
4. Back Pay Request Form
- a. A Back Pay Request Form must be submitted to the Payroll Office for all manual PAFs.
  - b. Back Pay Request Forms must be reviewed and approved by the appropriate accounting section within the Office of the Controller for funds availability.

FORMS REQUIRED:

Personnel Action Form  
Request for Automation of PAF Form  
Back Pay Request Form





THE NAVAJO NATION

RUSSELL BEGAYE PRESIDENT  
JONATHAN NEZ VICE PRESIDENT

MEMORANDUM

TO : Sharon Begay-McCabe, Human Resources Director  
Department of Personnel Management

FROM : \_\_\_\_\_  
Program/Department Manager  
Program/Department Name  
Division Name

DATE :

SUBJECT: Request for Automation of General Wage Adjustment (GWA) Personnel Action  
Forms (PAF)

This memorandum is to request automation of Personnel Action Forms (PAFs) for the implementation of the General Wage Adjustment (GWA) for the following business unit number(s):

To Be Completed by Program/Department	To Be Completed by OMB/Contracts and Grants	
Business Unit Number	Business Unit Number	Budget End Date

We certify that budgets for these business units have been approved and funds are available to cover the expenditures for the GWA and we authorize the Department of Personnel Management to automate the implementation of the GWA. Copies of approved budgets are attached. (NOTE: Failure to provide copies will result in disapproval of this request.)

\_\_\_\_\_  
Division Director's Signature

\_\_\_\_\_  
Contracting Officer's Signature

**AUTHORIZATION FOR EXPENDITURE OF FUNDS:**

**DPM APPROVAL:**

\_\_\_\_\_  
Controller's/Assistant Controller's Signature

\_\_\_\_\_  
Human Resources Director's Signature